

# CHAPTER 1

## SHOP ORGANIZATION AND ADMINISTRATION

### Overview

---

<b>Introduction</b>	As an Illustrator Draftsman, your responsibilities do not begin and end with the start and completion of a drawing assignment. You may, regardless of pay grade, have administrative and organizational responsibilities integral to the efficient management of your shop. This chapter provides a basic background to help you understand your administrative obligations.
---------------------	--

---

<b>Objectives</b>	<p>The material in this chapter enables you to do the following:</p> <ul style="list-style-type: none"><li>● Identify command limitations on copy reproduction and the importance of a production log.</li><li>● Understand the significance of accurately completing Joint Committee of Printing (JCP) inventories.</li><li>● Recognize copyrighted material and avoid copyright infringement.</li><li>● Compile information required to submit an audiovisual report.</li><li>● Identify the procedures for releasing, handling, and protecting classified material.</li><li>● Recognize material suitable for inclusion in a picture morgue and procedures for classifying additions and deletions.</li></ul>
-------------------	--

---

*Continued on next page*

## Overview, Continued

### Acronyms

The following table contains a list of acronyms you must know to understand the material in this chapter:

Acronym	Meaning
AV	Audiovisual
BIB	Bibliography
DD	Department of Defense Form
FSC	Federal Supply Class
GSA	Government Supply Agency
ISA	Interservice Support Agreement
JCP	Joint Committee of Printing
JIRSG	Joint Interservice Regional Support Group
MLSR	Missing, Lost, Stolen, or Recovered
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheets
NAVSUP	Navy Supply Form
OF	Optional Form
OPTAR	Operational Target
PAR	Personnel Advancement Requirements
PMRP	Precious Metal Recovery Program
SF	Standard Form
SSIC	Standard Subject Identification Code
VI	Visual Information

*Continued on next page*

## Overview, Continued

---

**In this chapter** This chapter covers the following topics:

Topic	See Page
Shop Layout	1-4
Regulations	1-6
Forms	1-32
Files	1-35
Supply	1-39
Supervision	143
Job Orders	1-50
Customer Service	1-53
Quality Control	1-54

---

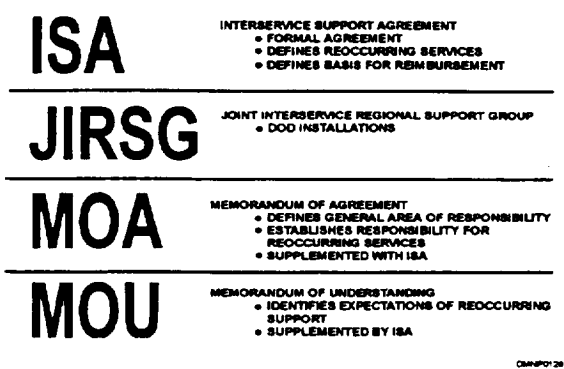
# Shop Layout

**Introduction** DMs fill billets in drafting or graphic shops on ships and shore locations. The mission of the command and the shop varies from billet to billet. Some shops stand alone and produce products from beginning to end. Other shops interface with a Photo Lab or Printshop to complete the products. It is important for you to understand the commitments and agreements of the shop to administer, manage, and supervise the shop efficiently.

**Local commitments** Local commitments are interfaces with other shops, such as a Photo Lab or a Printshop. Maintain a good rapport with these support shops. Provide them with creditable service and your shop will receive the same.

**External commitments** In addition to and external to the command, Navy drafting shops have obligations and responsibilities defined by instruction and practice. Know the commitments of the shop to provide support to units external to your command. These commitments exist in the form of Interservice Support Agreements (ISA), Joint Interservice Regional Support Group (JIRSG), Memorandums of Understanding (MOU), and Memorandums of Agreement (MOA). Agreements between units typically define reoccurring services and the basis for financial reimbursement. Although you need not know the intricacies involved in establishing agreements between units, you must know if your shop has such commitments, the extent of the obligation, and the format for finding. These factors can determine how your shop orders supplies and schedules work loads.

Figure 1-1 shows external agreements and their purposes.



**Figure 1-1. —External Agreements.**

*Continued on next page*

## Shop Layout, Continued

---

### Physical environment

Ideally, drafting shops are divided into the following three distinct areas:

- a reproduction area,
- a storage area, and
- a work area.

The chances are that your shop was set up before you arrived. Review your shop spaces with an eye for an improved work environment.

**ANALYZE:** Analyze your shop spaces periodically to determine if you are using space and equipment efficiently. Make a scale drawing of your shop spaces and cutouts of the equipment to arrange and rearrange for maximum productivity.

**SPACE:** Remove unwanted, obsolete, or defective equipment from the shop and dispose of it properly to free up every inch of space. Locate the reproduction and storage areas away from the work area to eliminate distractions. Workers should not have to walk around each other to reach supplies and reproduction machinery.

**NOISE:** Minimize the noise in the work area.

**TEMPERATURE:** Keep the temperatures in all areas comfortable– not too hot and not too cold. Temperatures in the storage area may sour supplies if overly warm and humid.

**LIGHT:** Lighting of the proper intensity is critical. All workers should have a sufficient amount of direct light or they will require additional lighting. Direct sunlight is rarely available as a steady light source.

**COMFORT:** Consider every factor that will impact the comfort of the worker and the security of the equipment and supplies, including the effects of the pitch and roll of the ship.

**CLEANLINESS:** Keep everything clean and in a maximum state of readiness. Clean spaces regularly; clean equipment often. Dirty spaces and equipment produce dirty work.

**SAFETY:** Plan for a safe environment.

---

## Regulations

---

<b>Introduction</b>	Regulations govern every facet of military life, including the jobs we do and how we do them. They provide guidance and direction. They ensure uniformity and discipline. However, the word <i>regulations</i> seems always to have a derogatory connotation, but regulations actually work for you. When you know and operate within the guidelines of published regulations, you, your shop, and the people that work for you are well taken care of.
<b>Local policy</b>	<p>Local commands may have an established policy regarding the function and use of the Graphics shop. Some do not. If a guidance policy does not exist for your shop, it would be wise for you to create one. If one exists, review it annually and update it as necessary.</p> <p>A command policy or instruction minimizes the opportunity to abuse shop personnel, equipment, and supplies. It establishes procedures, establishes a chain of command for requesting services, and sets criteria for priority work.</p> <p>When you have to create a command policy or instruction, use existing guidance already promulgated in Navy and Department of Defense instructions.</p>
<b>Governing directives</b>	Although the instructions in this section were current at the time of this writing, they are subject to periodic review. Gather these instructions as reference material and be sure to collect the most recent edition. This training manual will not cover them in detail.

---

*Continued on next page*

## Regulations, Continued

### Governing directives (Continued)

The following table contains a list of instructions you must know well to manage a Navy Graphics shop effectively:

Instruction	Name
BUPERSINST 1610.10	Navy Performance Evaluation (EVAL) and Counseling System
DODINST 4000.19	Interservice, Interdepartmental, and Interagency support
JCP No. 26	Government Printing and Binding Regulations
NAVPUBINST 5600.44	Reprographics Management Program
NAVPUBINST 5600.42 NAVSO P-35	Department of the Navy, Publications and Printing Regulations
NAVPUBINST 5603.10	Preparation and Submission of JCP Forms 1, 5, and 6; Procedures for
NAVPUBINST P-2002	Navy Stocklist of Publications and Forms
NAVSEAINST 4570.3	Precious Metal Recovery Program (PMRP)
OPNAVNOTE 5290	Alteration of Official DOD Imagery
OPNAVINST 5290.1	Naval Imaging program (NAVIMP) Policy and Responsibilities
OPNAVINST 5510.1	Department of the Navy, Information and Personnel Security Program Regulation
SECNAVINST 5213.10	Department of the Navy, Forms Management program

*Continued on next page*

## Regulations, Continued

---

### Governing directives (Continued)

Instruction	Name
SECNAVINST 5215.1	Department of the Navy, Directives Issuance System
SECNAVINST 5216.5	Navy Correspondence Manual
SECNAVINST 5210.11	Department of the Navy, Standard Subject Identification Codes
SECNAVINST 5500.4	Department of the Navy, Reporting of Missing, Lost, Stolen, or Recovered Government Property
SECNAVINST 5870.6	Copyright in Works of Authorship Prepared by Department of the Navy Personnel
SECNAVINST 5870.5	Permission to Copy Materials Subject to Copyright
SECNAVINST 5600.20	Graphic Design Standards
SECNAVINST 5603.2	Printed Matter for Official Ceremonies
SECNAVINST 5290.1	Naval Imaging Program

### BUPERSINST 1610.10, Navy Performance Evaluation (EVAL) and Counseling System

The *Navy Performance Evaluation (EVAL) and Counseling System* provides guidance for writing performance evaluations and counseling personnel. It identifies line items and appropriate entries for every category of an evaluation. This is an invaluable reference for writing your input to your evaluation or those of subordinates under your jurisdiction.

---

*Continued on next page*



## **Regulations, Continued**

---

**DODINST  
4000.19,  
Interservice,  
Interdepart-  
mental, and  
Interagency  
Support**

This instruction specifically defines the support provided throughout the Department of Defense complex between services, agencies, and commands. It also outlines reimbursable services and formalizes agreements by Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), and Interservice Support Agreements (ISA).

---

**JCP No. 26,  
Government  
Printing and  
Binding  
Regulations, S.  
Pub. 101-9**

This publication outlines shop entitlement, funding and allowance lists, biannual inspections, annual reporting obligations, and the consequences of inaccurate reporting or the failure to report. It contains definitions, equipment condition codes, and a list of JCP forms.

---

**NAVPUBINST  
5600.44,  
Reprographics  
Management  
Program**

The NAVPUBINST 5600.44, Reprographics Management Program, is a fleet-wide standard. It defines procedures and terminology, delineates copy procedures, duplicating, and reprographic functions and entitlement. It specifically addresses both sea and shore command limitations. The primary concern of this instruction is the economical use of copying and reprographic facilities.

---

*Continued on next page*

**NAVPUBINST  
5600.44,  
Reprographics  
Management  
Program  
(Continued)**

Figure 1-2 shows a Copier Production Log and appropriate log entries.

[illegible]

**Figure 1-2. -Copier Production Log.**

**1-10**

## Regulations, Continued

**NAVPUBINST  
5600.44,  
Reprographics  
Management  
Program  
(Continued)**

The Economical Copying Limit displays the copier limitations and refers the customers to another machine if their job exceeds the copier capabilities. Display this sign along with the Copier Production Log prominently near the copier.

Figure 1-3 shows the Economical Copying Limit, which is protection for the copier from excessive wear due to exceeding the manufacturer rated capacity.

NAVPUB 5600/23


**ECONOMICAL COPYING LIMIT**

\_\_\_\_\_ COPIES PER ORIGINAL

\_\_\_\_\_ TOTAL COPIES PER JOB

★ For larger requirements, use copier or  
facility in Bldg. \_\_\_\_\_, Room \_\_\_\_\_

**Please limit quantities to absolute minimum**



DMNP0130

**Figure 1-3.—Economical Copying Limit.**

*Continued on next page*

**NAVPUBINST 5600.44,**  
**Reprographics**  
**Management**  
**Program**  
**(Continued)**

DMNPO131

**Figure 1-4. —Duplicating Production Log.**

*Continued on next page*

**NAVPUBINST  
5600.44,  
Reprographics  
Management  
Program  
(Continued)**

Figure 1-5 depicts the Reproduction Production Log, which is an enclosure to the instruction.

[illegible]

**Figure 1-5. —Reproduction Production Log.**

**1-13**

## Regulations, Continued

**NAVPUBINST  
5600.42  
NAVSO P-35  
Department of  
the Navy,  
Publications  
and Printing  
Regulations**

This regulation provides detailed guidance to all ships and stations that produce a newspaper or a newsletter for the crew. It reiterates policy found in the Reprographics Management Program and the Joint Committee on Printing (JCP), No. 26. There is a list of references and authorized Navy printing plants in the back of the regulation.

**NAVPUBINST  
5603.10,  
Preparation  
and Submission  
of JCP Forms  
1, 5, and 6:  
Procedures for**

This is an instruction on completing the JCP Forms 1, 5, and 6. These are annual reporting requirements that, if inaccurate or incorrectly filled in, may cost your shop in terms of billets and funding.

Figure 1-6 shows Forms 1, 2, 5, and 6. Forms 1 and 5 are the most important forms for your shop if the shop does any reproduction.

The figure displays four JCP forms stacked on top of each other, with large numbers 1, 2, 5, and 6 overlaid on the bottom of each form respectively. Form 1 is the 'SEMIANNUAL PRINTING PLANT REPORT', Form 2 is the 'SEMIANNUAL CONTRACT PRINTING REPORT', Form 5 is the 'ANNUAL PLANT INVENTORY', and Form 6 is the 'ANNUAL INVENTORY OF STORED EQUIPMENT'. Each form contains various fields for reporting printing activities, inventory, and equipment.

Figure 1-6. —JCP forms.

*Continued on next page*

## Regulations, Continued

---

**NAVPUBINST  
P-2002, Navy  
Stocklist of  
Publications  
and Forms**

The Navy Stocklist of Publications and Forms lists standard Navy forms, signs, and labels available through the government supply system. It provides ordering information such as the stock number, unit of issue, and a brief description. Use this publication to order standard stock items instead of producing them in your shop. If an originator requests standard stock items or items with a stock number, refer them to supply with the appropriate information for ordering the item through supply. It is against Navy regulations to create or print, in quantity, items available through the system.

---

**NAVSEAINST  
4570.3,  
Precious Metals  
Recovery  
Program  
(PMRP)**

This instruction introduces a precious metal/metal recovery program that is becoming increasingly important in the work space. Some of the products we use as DMs contain particles of precious metals or substances that are recoverable. Photographic films, pastes, and paints are but a few of the products that contain or produce effluent, containing recoverable particulate which could represent a savings or credit to the Navy.

---

**OPNAVNOTE  
5290,  
Alteration of  
Official DOD  
Imagery**

This Department of Defense Directive provides guidance and establishes policy and responsibility on the alteration of DoD imagery. It defines acceptable alterations using photographic techniques, video imagery, cropping, editing, enlarging, animation, digital simulation, graphics, special effects, digital conversion or compression, and post-production enhancement.

---

*Continued on next page*

## Regulations, Continued

---

**OPNAVINST  
5290.1, Naval  
Imaging  
Program  
(NAVIMP)  
Policy and  
Responsibilities**

The purpose of the OPNAVINST 5290.1, Naval Imaging program (NAVIMP) Policy and Responsibilities, is to establish a centralized visual imagery activity to supply the regional fleet with audiovisual products. This centralized shop would function more economically than a cluster of independent shops and assume accountability and responsibility for all audiovisual and visual information products.

Approved VI activities have a five-digit authorization number for finding and billeting. This number, called a DVIAN number, identifies major commands and individual activities of the VI community.

This instruction requires each shop to submit a visual information report annually. The visual information (VI) report accounts and justifies funding and billet assignments.

Study this instruction in its entirety. Definitions of production guidelines and report requirements must be thoroughly understood before you submit the myriad of forms associated with it.

---

*Continued on next page*



## Regulations, Continued

### OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities (Continued)

Figure 1-7 shows a customer request to initial production for an audiovisual product.

VISUAL INFORMATION PRODUCTION REQUEST, EVALUATION AND APPROVAL		REPORT CONTROL SYMBOL DD-P4ARH1381
SECTION A. ORIGINAL CUSTOMER REQUEST FOR VISUAL INFORMATION (VI)		
1. DATE OF REQUEST (YY/MM/DD)		2. DATE REQUIRED (YY/MM/DD)
3. TYPE OF REQUEST (A, B, or C, and complete as applicable)		
a. NEW OR REVISED PRODUCTION		
(1) Script Attached (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		(2) Suggested Location (a) Script (b) Photography
(3) Revision of PIN/PAN		
b. ADOPTION OF GOVERNMENT PRODUCTION		
(1) Source (Name, Address, & Phone Number)		(2) Location of Master Materials
(3) PIN/PAN or Other Product Number		
c. COMMERCIAL ACQUISITION (Existing off the shelf productions only)		
(1) Vendor's Mailing Address & Phone Number		(2) Sole Source Justification Attached (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO
(3) Copyright Release Attached (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		(4) Estimated Cost Per Copy \$
(5) Commercial Identification Number		
4. TITLE		
5. SERIES TITLE AND PART IDENTIFICATION		
6. PROPOSED SECURITY CLASSIFICATION (X one) <input type="checkbox"/> a. Unclassified <input type="checkbox"/> b. Confidential <input type="checkbox"/> c. Secret <input type="checkbox"/> d. Top Secret		
7. PRODUCTION OBJECTIVE (X one)		
a. Education and Training	b. Internal Information	c. Public Information
d. Research Development, Test and Evaluation	e. Intelligence, Reconnaissance, Critical Intelligence and Communications Security	f. Combat Readiness
g. Information Support	h. Medical and Dental	
8. OBJECTIVE AND KEY POINTS		
9. JUSTIFICATION		
10. TARGET AUDIENCE		
11. DISTRIBUTION PLAN		
12. FUNDING <input type="checkbox"/> a. Unfunded <input type="checkbox"/> b. Funded; amount available \$		13. ESTIMATED YEAR OF OBSOLESCENCE
C. Program Element(s) (List)		14. ESTIMATED RUNNING TIME
15. REQUESTER		
a. TYPED NAME (Last, First, MI)	b. RANK/GRADE	c. ORG. NAME OR SYMBOL
d. TITLE	e. PHONE NUMBERS (Autovon & Commercial)	

DD Form 1995-1, AUG 87 Previous editions are obsolete Page 1 of 2 Pages

DMNPO135

Figure 1-7. —VI Production Request.

Continued on next page

## Regulations, Continued

### OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities (Continued)

Figure 1-8 shows the extensive amount of research and consideration given to a customer request for a visual information product before approval or disapproval.

SECTION B. VALIDATION BY FUNCTIONAL MANAGEMENT				
1. ASSIGNED TECHNICAL ADVISOR				
a. TYPED NAME (Last, First, MI)	b. RANK/GRADE	c. PHONE NUMBER (Austover & Commercial)		
4. ORGANIZATION NAME AND SYMBOL				
2. ASSIGNED CUSTOMER REPRESENTATIVE				
a. TYPED NAME (Last, First, MI)	b. RANK/GRADE	c. PHONE NUMBER (Austover & Commercial)		
4. ORGANIZATION NAME AND SYMBOL				
3. CERTIFICATION. I certify that the requested VI production is authorized by regulation or directive or is necessary to conduct official business.				
a. INSTALLATION				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
b. MAJOR COMMAND				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
c. COMPONENT HEADQUARTERS				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
d. JOINT INTEREST REVIEW BOARD				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
SECTION C. APPROVAL BY VISUAL INFORMATION (VI) MANAGEMENT				
1a. SUBJECT SEARCH NUMBER		2. SUBJECT SEARCH STATEMENT (X one)		3. DISTRIBUTION PLAN IS (X one)
b. SUBJECT SEARCH PARAMETERS ATTACHED (X one)		a. NO KNOWN COMMERCIAL PRODUCTION IS AVAILABLE		a. APPROVED (Assigned)
<input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMERCIAL PRODUCTION IS AVAILABLE		b. MODIFIED (Assigned)
		c. EXEMPTION		
4. ESTIMATED COSTS				
a. SCRIPT \$	b. PRODUCTION OR PURCHASE \$	c. REPRODUCTION \$	d. DISTRIBUTION \$	e. TOTAL \$
5a. FUNDING SOURCE				
b. AMOUNT \$				
6. ASSIGNED PRODUCTION NUMBER				
a. PIN		b. PAN		
7. ASSIGNED PRODUCTION ACTIVITY				
8. APPROVAL AUTHORITY. I certify that the requested VI production does not duplicate existing productions and represents the minimum expenditure of funds.				
a. INSTALLATION				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
b. MAJOR COMMAND				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
c. COMPONENT HEADQUARTERS				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		
d. JOINT INTEREST REVIEW GROUP				
(1) TYPED NAME (Last, First, MI)	(2) Signature	(3) PHONE NUMBER (Austover & Commercial)		

DD Form 1995-1, AUG 87

Page 2 of 2 Pages

DMNPO136

Figure 1-8. —Validation.

Continued on next page

## Regulations, Continued

**OPNAVINST  
5510.1,  
Department of  
the Navy,  
Information  
and Personnel  
Security  
Program  
Regulation**

The OPNAVINST 5510.1 is the Navy security manual. What you need to know about protecting sensitive information is in this instruction. It establishes security measures for handling and marking, as well as protection and safeguards in transmitting and storing classified information. Standardized fleet-wide procedures ensure optimum continued and consistent protection of information vital to national security.

The following table contains a list of the most important chapters that you, as a DM, must know:

Chapter	Title
Chapter 8	Declassification, Downgrading, and Upgrading
Chapter 9	Marking
Chapter 10	Accounting and Controls
Chapter 11	Printing, Reproduction, and Photographing
Chapter 13	Safeguarding
Chapter 14	Storage
Chapter 16	Hand Carrying
Chapter 17	Destruction

*Continued on next page*

## Regulations, Continued

---

<b>SECNAVINST 5213.10, Department of the Navy, Forms Management Program</b>	The Forms Management Program encourages interagency, interservice, and interdepartmental use of forms. Its intent is to reduce duplication of forms and to minimize the creation of new forms.
<b>SECNAVINST 5215.1, Department of the Navy, Directives Issuance System</b>	Besides standardizing and economizing form use, the Directives Issuance System, SECNAVINST 5215.1, ensures the currency of local forms by requiring periodic reviews. A command review procedure reduces form duplication and obsolescence. Procedures for preparing and maintaining local forms are specific. Before reproducing a local form, check to make sure the local coordinator, usually located in the administrative offices, approves the form for continued reproduction. The originators of the reproduction request are responsible for making sure local forms have approval, but not many do. The designation for approved local forms or instructions is in the lower left-hand corner of the page.
<b>SECNAVINST 5216.5, Navy Correspondence Manual</b>	The <i>Navy Correspondence Manual</i> defines the standard format for internal memos and memorandums and letters that will leave the command. It dissects a letter explaining the purpose and impact of each section. Communicating intelligently in writing is a prerequisite to any successful career. An excellent correspondence course is available through the Educational Services Office.

---

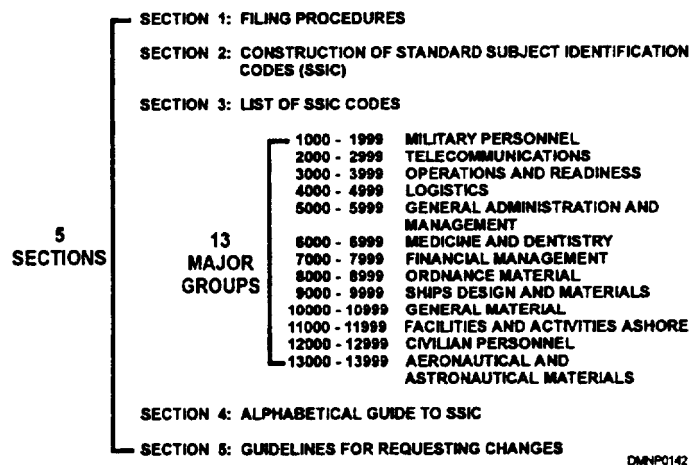
*Continued on next page*

## Regulations, Continued

**SECNAVINST  
5210.11,  
Department of  
the Navy,  
Standard  
Subject  
Identification  
Codes (SSIC)**

The SSIC is a standardized filing procedure that creates a filing system where files are easily expandable and retrievable. All administrative correspondence is based on this system, which consists of five sections and thirteen major subject groups. Primarily numeric, further cross-referencing and subdivision yield a highly flexible filing system. When you withdraw a file from the system, use a Chargeout Record to indicate where a file belongs. Chargeout Records information is covered in the “Forms” segment of this chapter.

Figure 1-9 shows the five sections and thirteen major subject codes of the



**Figure 1-9.—SSIC.**

**SECNAVINST  
5500.4,  
Department of  
the Navy,  
Reporting of  
Missing, Lost,  
Stolen, or  
Recovered  
(MLSR)  
Government  
Property**

This instruction prescribes policy and procedures for reporting controlled or pilferable equipment, precious metals/metal recovery, and gear on minor plant property cards that is missing, lost, stolen, or recovered. Annual sight inventories of custody card items will highlight discrepancies in shop equipment. An enclosure lists MLSR definitions and terminology. Larger shops or shops highly trafficked may hold a custody card inventory more often than once a year.

*Continued on next page*

## Regulations, Continued

SECNAVINST  
5500.4,  
Department of  
the Navy,  
Reporting of  
Missing, Lost,  
Stolen, or  
Recovered  
(MLSR)  
Government  
Property  
(Continued)

Figure 1-10 is an example of the front side of a DD Form 200. Report inventory discrepancies immediately on a Financial Liability Investigation of Property Loss, DD Form 200, NSN 0102-LF-011-9100.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
<b>AUTHORITY:</b> 10 USC 130; 10 USC 2775; DoD Instruction 7200.10; MO 9387.		<b>ROUTINE USE:</b>			
<b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of eliciting the SSN is for positive identification.		<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 930425	2. INQUIRY/INVESTIGATION NUMBER 25APR93-8746-ST1	3. DATE LOSS DISCOVERED (YYMMDD) 930424			
4. NATIONAL STOCK NO. 5820-01-079-8536	5. ITEM DESCRIPTION 19" RCA Color Trak Television	6. QUANTITY 03	7. UNIT COST \$298.00	8. TOTAL COST \$894.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <input checked="" type="checkbox"/> STOLEN <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED Television sets discovered missing from barracks 128 rooms 132, 143, 156 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LAW OPNAVINST 5530.14B, para. 0321, to prevent theft.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92010		b. TYPE NAME (Last, First, Middle Initial)  c. AUTOVON/DSN NUMBER 476-7234		d. SIGNATURE  e. DATE SIGNED 930425	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		b. COMMENTS/RECOMMENDATIONS Televisions discovered missing upon making morning rounds.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92010		d. TYPE NAME (Last, First, Middle Initial)  e. AUTOVON/DSN NUMBER 476-3731		f. SIGNATURE  g. DATE SIGNED 930502	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPE NAME (Last, First, Middle Initial)  f. AUTOVON/DSN NUMBER 476-4499		g. SIGNATURE  h. DATE SIGNED 930504	
14. APPOINTING AUTHORITY					
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPE NAME (Last, First, Middle Initial)  f. AUTOVON/DSN NUMBER 476-0001		g. SIGNATURE  h. DATE SIGNED 930504	

DD Form 200, FEB 91 Previous editions are obsolete

DMNP0144

Figure 1-10. —DD Form 200.

Continued on next page

## Regulations, Continued

SECNAVINST  
5500.4,  
Department of  
the Navy,  
Reporting of  
Missing, Lost,  
Stolen, or  
Recovered  
(MLSR)  
Government  
Property  
(Continued)

Figure 1-11 is an example of the back side of the form. Maintain submitted forms in the shop file until the missing equipment is removed from inventory.

<b>16. FINANCIAL LIABILITY OFFICER</b>			
<b>a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)</b>			
<p><b>Findings:</b></p> <ol style="list-style-type: none"> <li>1. BMI Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government. Recommend BMI be held financially liable for loss to government.</li> <li>2. Remove from property book record.</li> <li>3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts.</li> </ol>			
<b>b. DOLLAR AMOUNT OF LOSS</b>	<b>c. MONTHLY BASIC PAY</b>	<b>d. RECOMMENDED FINANCIAL LIABILITY</b>	
\$894.00	\$1,623.00	\$894.00	
<b>e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code)</b>		<b>f. TYPE NAME (Last, First, Middle Initial)</b>	<b>g. AUTOVON/DSN NUMBER</b>
NAVAL AIR STATION NORTH ISLAND, CA 92010		<b>h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)</b>	<b>i. DATE APPOINTED (YYMMDD) 830424</b>
		<b>j. SIGNATURE</b>	<b>k. DATE SIGNED 830501</b>
<b>16. INDIVIDUAL CHARGED BMI Smith, John J.</b>			
<b>a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)</b>			
<b>(1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement.</b>			
<b>b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT ADMISSION OF LIABILITY.</b>			
<b>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code)</b>		<b>d. TYPE NAME (Last, First, Middle Initial)</b>	<b>e. SOCIAL SECURITY NUMBER</b>
NAVAL AIR STATION NORTH ISLAND, CA 92010		<b>f. SIGNATURE</b>	<b>h. DATE SIGNED 830503</b>
<b>g. AUTOVON/DSN NUMBER 476-3731</b>			
<b>17. ACCOUNTABLE OFFICER</b>			
<b>a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD</b>			
<b>b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip code)</b>		<b>c. TYPE NAME (Last, First, Middle Initial)</b>	<b>d. AUTOVON/DSN NUMBER</b>
NAVAL AIR STATION NORTH ISLAND, CA 92010		<b>e. SIGNATURE</b>	<b>f. DATE SIGNED 830504</b>

DD Form 200, (Back), FEB 81

Figure 1-11. —DD Form 200 (back).

Continued on next page

**Regulations, Continued**

**SECNAVINST  
5870.6,  
Copyright in  
Works of  
Authorship  
Prepared by  
Department of  
the Navy  
Personnel**

Copyright in Works of Authorship Prepared by Department of the Navy Personnel, SECNAVINST 5870.6, clearly states that work prepared by an officer or employee of the United States Government while in an official capacity is not eligible for copyright. The definition of official capacity or official duties is defined by this instruction as are some exceptions which would allow a copyright.

**SECNAVINST  
5870.5,  
Permission to  
Copy Materials  
Subject to  
Copyright**

The purpose of SECNAVINST 5870.5, Permission to Copy Material Subject to Copyright, is to prescribe the procedures for obtaining permission from copyright owners to use their copyrighted material. The instruction describes copyright infringement, copyright markings, and details the guidelines one should follow to request permission to use information free of charge or at cost. It also ascribes responsibilities for infringement to the user activity and lists a point of contact for clarification and administrative claims.

Figure 1-12 illustrates common copyright markings.

MARK	YEAR OF FIRST PUBLICATION (MAY NOT BE PRESENT)	OWNER IDENTIFICATION
©  Ⓟ (SOUND RECORDINGS)  COPYRIGHT COPR.	YEAR  DATE	NAME  INITIALS  ORGANIZATION

DMNP0134

**Figure 1-12. —Copyright markings.**

*Continued on next page*



# SECNAVINST 5600.20, Graphic Design Standards

Figure 1-13 illustrates acceptable identifiers.

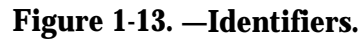


Figure 1-14 shows standard vertical formats. The asymmetric format is using a full-color department seal. This seal is also available in a horizontal format through the supply system.



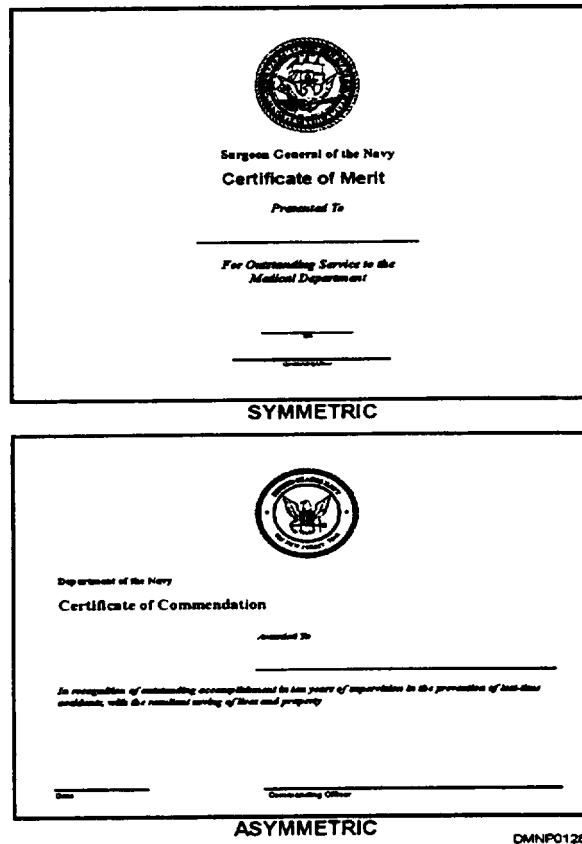
**1-25**

## Regulations, Continued

---

**SECNAVINST  
5600.20,  
Graphic Design  
Standards  
(Continued)**

Figure 1-15 shows standard horizontal formats.



**Figure 1-15. —Horizontal formats.**

---

**SECNAVINST  
5603.2, Printed  
Matter for  
Official  
Ceremonies**

Printed Matter for Official Ceremonies is a valuable reference instruction that defines ceremonial printed material at public expense approved as official and necessary. Ceremonial material is invitations for retirement ceremonies, luncheons, dinners, receptions, and Dining-In ceremonies.

---

**SECNAVINST  
5290.1, Naval  
Imaging  
Program**

The SECNAV instruction is almost identical to the OPNAV instruction. The major difference between these two instructions is the detailed explanation of the procedures for filling out the reports.

---

*Continued on next page*

# SECNAVINST 5290.1, Naval Imaging Program (Continued)

VISUAL INFORMATION (VI) PRODUCTION REPORT										REPORT CONTROL SYMBOL DO-PA(AR)1381							
UPDATE OF AN EXISTING RECORD (Last date (YYMMDD)) _____ NEW <input type="checkbox"/>																	
1. PRODUCTION IDENTIFICATION NUMBERS					2. PRODUCTION TITLES												
*a. PIN *b. ORIGINAL COMPONENTY DIGRAPH c. PAN d. INTERNAL CONTROL NUMBER *e. REPORTING AGENCY DIGRAPH					*a. TITLE  b. SERIES TITLE AND PART IDENTIFICATION												
3. CLASSIFICATION					4. PUBLIC CLERANCE STATUE												
a. SECURITY CLASS. (X one) U <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> TS <input type="checkbox"/> b. CLASSIFIED BY c. DECLASSIFIED ON/OADR (YYMMDD) d. (1) DOWNGRADE TO (2) ON (YYMMDD) e. ADDITIONAL WARNING NOTICES					a. LEGAL RESTRICTIONS TO SALE b. NO LEGAL RESTRICTIONS TO SALE c. CLEARED FOR PUBLIC EXHIBITION AND SALE d. NOT CLEARED FOR EXHIBITION OR SALE												
5. CATEGORY AND MEDIA FORMATS AND COPIES																	
CATEGORY (X one)			f. SIZE			P			Q <sub>1</sub> Q <sub>2</sub> Q <sub>3</sub>			g. (Continued)			Q <sub>4</sub> Q <sub>5</sub> Q <sub>6</sub>		
*a. CATEGORY 1			FILM									(6) Video Beta I or II					
*b. CATEGORY 2			(1) 8 mm film									(7) Super Beta					
*c. CATEGORY 3			(2) 16 mm film									(8) Video Disc					
d. LENGTH (1) Min/Sec (2) Units			(3) 35 mm film									(9) Compact Disc					
			TAPE									(10) Interactive Video Disc					
e. MEDIA TYPE			P			Q <sub>1</sub> Q <sub>2</sub> Q <sub>3</sub>			(1) 1/8 inch tape			(11) 8mm Video					
(1) Motion Picture									(2) 1/4 inch tape			(12) Other (Specify)					
(2) Video Tape									(3) 1/2 inch tape			h. MEDIA STOCK			Q <sub>4</sub> Q <sub>5</sub> Q <sub>6</sub>		
(3) Video Disc									(4) 3/4 inch tape			(1) Color					
(4) Slide/Tape									(5) 1 inch tape			(2) Black and White					
(5) Slide Set									(6) 2 inch tape			i. MEDIA SOUND					
(6) Audio Tape									(7) 8 mm tape			(1) Optical					
(7) Audio Disc									(8) Other (Specify)			(2) Magnetic					
(8) Video Media									j. PLAYBACK FORMAT			Q <sub>1</sub> Q <sub>2</sub> Q <sub>3</sub>			(3) Disc		
(9) Overhead Trans									(1) U-matic			(4) Silent					
(10) Other (Specify)									(2) Cartridge			k. CUMULATIVE NUMBER OF COPIES					
									(3) Reel to Reel			(1) _____ (2) _____ (3) _____					
									(4) Video VHS								
									(5) Video Beta I								
6. SUBJECT INDEX																	
*a. FIELD AND GROUP CODES (1) _____ / _____ (2) _____ / _____ (3) _____ / _____																	
*b. DESCRIPTORS (1) _____ (4) _____ (2) _____ (3) _____																	
*7. SYNOPSIS																	
(Minimum 50 words)																	

DO Form 1995-2, AUG 87

Previous editions are obsolete.

Page 1 of 3 Pages

**Figure 1-16. —DD Form 1995-2, page 1 of 3.**

Continued on next page

## Regulations, Continued

SECNAVINST  
5290.1, Naval  
Imaging  
Program  
(Continued)

Figure 1-17 shows the second page which identifies target audiences, milestone dates, and primary contacts.

VISUAL INFORMATION (VI) PRODUCTION REPORT (CONTINUED)			
<b>*8. COMMUNICATION OBJECTIVES</b>			
(Maximum 60 words)			
<b>*9. TARGET AUDIENCE</b>			
(Maximum 50 words)			
<b>10. MILESTONE DATES (YY/MM/DD)</b>			
<b>*a. PRODUCTION APPROVAL DATE</b>		<b>b. DATE DAVIS UPDATE</b>	
c. DATE PRODUCT PURCHASED		* (1) DAVIS User Name	
<b>d. PRODUCTION PHASE DATES</b>			
(1) Script Initiation Date		e. CATALOG ENTRY DATE	
(2) Script Approval Date		f. REVALIDATION DATE	
(3) Production Initiation Date		g. PRODUCTION STATUS (X one)	
(4) Production Completion Date		* (1) Proposed	
(5) Reproduction Completion Date		* (2) Completed	
(6) Distribution Date		* (3) Cancelled	
<b>11. ACQUISITION SOURCE (X one)</b>			
a. CO/CO CONTRACT PRODUCED		b. GO/CO CONTRACT PRODUCED	
c. GOVERNMENT PRODUCED		d. GOVERNMENT OR DOD ADOPTED	
e. COMMERCIAL OFF-THE-SHELF PURCHASE		f. COMMERCIAL ADOPTED	
<b>12. PRIMARY CONTRACTS</b>			
<b>*a. ASSIGNED PRODUCTION APPROVAL DATE</b>			
(1) Organization and Office Symbol			
(2) Telephone Numbers (Autovon) (Commercial)			
(3) DVIAM			
<b>*b. CONTRACTING OFFICE</b>			
(1) Organization and Office Symbol			
(2) Telephone Numbers (Autovon) (Commercial)			
<b>*c. COMMERCIAL SOURCE</b>			
(1) Vendor's Name			
(2) Vendor's Mailing Address			
(3) Vendor's Telephone Number ( )			

DD Form 1985-2, AUG 87

Page 2 of 3 Pages

DMNP0138

Figure 1-17. —Page 2.

Continued on next page

Regulations, Continued

SECNAVINST  
5290.1, Naval  
Imaging  
Program  
(Continued)

Figure 1-18 shows the location of the master material and the overall cost of production on the last of the three-part form.

VISUAL INFORMATION (VI) PRODUCTION REPORT (CONTINUED)			
13. RECORDS CENTER AND DISTRIBUTION ACTIVITY CONTACTS			
a. LOCATION OF ORIGINAL OR MASTER MATERIAL			
(1) Organization and Office Symbol			
(2) Telephone Numbers		(Autovon)	(Commercial)
(3) DVIAN			
b. CONTRACTING OFFICE			
(1) Organization and Office Symbol			
(2) Telephone Numbers		(Autovon)	(Commercial)
(3) AUTODODK	Yes		
(4) DVIAN			
14. REPRODUCTION RIGHTS (X one)		15. STATUS	
a. Government Only		a. Current	b. Historical
b. DOD Only		c. Obsolete	d. Review Date (YY/MM/DD)
c. No Reproduction Rights		a. OBSOLESCENCE REVIEWER (FUNCTIONAL manager responsible for content)	
		(1) Organization and Office Symbol	
		(2) Mailing Address	
		(3) Telephone Numbers (Autovon) (Commercial)	
16. REMARKS			
a. ADMINISTRATIVE REMARKS (Non-catalog)			
b. CATALOG REMARKS (Maximum 50 words)			
c. SUBJECT SEARCH			
*(1) Search Number			
*(2) Requester (Name, Organization and Phone Number)			
*(3) Conducted by (Name, Organization and Phone Number)			
*(4) Validator (Name, Organization and Phone Number)			
*(5) Approval (Name, Organization and Phone Number)			
17. DIRECT COSTS			
IN-HOUSE	COSTS	CONTRACT	COSTS
a. Script		e. Script	
b. Production		f. Production/Purchase	
c. Reproduction and Distribution		g. Reproduction and Distribution	
d. TOTAL		h. Contract Total	
		i. Contract Administration Costs	
		j. GRAND TOTAL	

DD Form 1995-2, AUG 87

Page 3 of 3 Pages

DMNFO139

Figure 1-18. —DD Form 1995/2.

Continued on next page

## Regulations, Continued

### SECNAVINST 5290.1, Naval Imaging Program (Continued)

Figure 1-19 shows the front of DD Form 2054/1, the Visual Information (VI) report. The figures reported on this form come directly from the shop job log. The importance of a detailed and accurate log is evident. Category definitions, especially in Section III, are subject to change. Verify the reporting criteria with your type commander before submission. An incorrect report or your failure to report can be costly in terms of funding and personnel during the next fiscal review.

VISUAL INFORMATION (VI) ANNUAL ACTIVITY REPORT										REPORT CONTROL SYMBOL (DD-PAG) 1-138	
Data numbers below correspond with numbers in the data base. Source numbers do not appear on this form.											
SECTION I-AV ACTIVITY PROFILE										HEADQUARTERS USE ONLY	
1. DVMR		2a. DATE SUBMITTED (7/1985)		3. REPORT FISCAL YEAR (FY)		3. ODDAABMIC CODE		TOTAL			
4a. UNIT OR ACTIVITY NAME (Do not abbreviate)						b. TYPE OF ACTIVITY		RACHUM			
5a. UNIT OR ACTIVITY ADDRESS								b. ZIP CODE OR APO/PO NO.			
5a. POINT OF CONTACT (Last name, first name, initials initial)						b. POSITION TITLE					
6. COMMERCIAL TELEPHONE NUMBER		6. AUTOVON TELEPHONE NUMBER		7. MAJOR COMMAND BUREAU OR OFFICE							
SECTION II-REVENUE DATA											
8. TYPE OF OPERATION AND FLOOR SPACE (if applicable)						11. TYPE OF SUPPORT (if any)					
a. GOVERNMENT OWNED						b. COMMERCIAL LEASE					
(1) CONTRACTOR OPERATED (RSCS)						(1) CONTRACTOR OPERATED					
(2) GOVERNMENT OPERATED (RSCS)						(2) GOVERNMENT OPERATED					
12. FUNCTIONS SUPPORTED AND PERCENTAGE OF EFFORT (MUST TOTAL 100%)						ESTIMATED DATA					
OPERATING AND TRAINING		OFFICIAL INFORMATION		PUBLIC INFORMATION		RESEARCH		INTELLIGENCE, RECON- STRUCTION, AND SURVEILLANCE		ARMY RESEARCH	
a		b		c		d		e		f	
%		%		%		%		%		%	
13. PERSONNEL AND PERSONNEL COST DATA											
MILITARY											
a. AUTHORIZED											
(1) OFFICER (2) ENLISTED (3) CIVIL SERVICE (4) LOCAL NATIONAL DIRECT (5) LOCAL NATIONAL INDIRECT											
b. ASSIGNED											
c. PERSONNEL COST											
14. OPERATIONAL COST											
a. REPORT FY b. VI PRODUCTION & SERVICE c. VI SUPPORT d. AV MANAGEMENT e. REIMBURSABLES * SEE BY INSTRUCTION											
SECTION III-VI PRODUCTS AND SERVICES COMPLETED (ACCOMPLISHED OR PROCURED) IN THE REPORT FISCAL YEAR											
15. VI PRODUCT RECORDING AND GENERATION											
MOTION PICTURE FILM		VIDEO TAPE		AUDIO TAPE DISK		VIDEO DISK					
a. NO. OF WORK ORDERS		b. NO. OF WORK ORDERS		c. NO. OF WORK ORDERS		d. NO. OF WORK ORDERS					
e. TOTAL COST		f. TOTAL COST		g. TOTAL COST		h. TOTAL COST					
i. WORK YEARS		j. WORK YEARS		k. WORK YEARS		l. WORK YEARS					
16. VI PRODUCT RECORDING AND GENERATION											
STILL PHOTO		GRAPHIC ART		OTHER MEDIA		SERVICES					
a. NO. OF WORK ORDERS		b. NO. OF WORK ORDERS		c. NO. OF WORK ORDERS		d. NO. OF WORK ORDERS					
e. TOTAL COST		f. TOTAL COST		g. TOTAL COST		h. TOTAL COST					
i. WORK YEARS		j. WORK YEARS		k. WORK YEARS		l. WORK YEARS					
17. OTHER SUPPORT											
SEE BY INSTRUCTION											
18. (FOR SERVICE USE)											
19. APPROVING OFFICIAL											
a. NAME (Last, first, initials initial)						b. TITLE					
c. SIGNATURE											

DD Form 2054/1, JUN 86

Previous editions are obsolete

DMNP0140

Figure 1-19. —VI Annual Report.

Continued on next page



## Forms

### Introduction

Standard forms exist within the supply system that are sufficiently generic to use Navy-wide. Using these preexisting forms eliminates duplication at the local level. Use standard forms whenever possible. It saves manpower, supplies, and time. Newly created forms should comply with Forms Analysis and Design, 058-LP-502-0000. Obtain a copy of the Navy Stocklist of Publications and Forms, NAVSUP P-2002, to locate current form numbers and revisions.

### Standard forms

The following table provides a partial list of standardized forms used throughout the Navy that you will use frequently:

Form	Purpose	Source
DD Form 1149	Requisitioning and Invoice/Shipping Document	0102-LF-007-2300
DD Form 1348	Requisition System Document (Manual) ordering supplies	0102-LF-001-3491
NAVSUP 1250/1	Supply Requisition	
NAVSUP 1250/2	Supply Requisition	
DD Form 200	Financial Liability Investigation of Property Loss	0102-LF-011-9100
OF Form 23	Chargeout Record checking files in/out, long form	7540-00-823-8130
OF Form 24	Chargeout Record checking files in/out	7540-00-823-8131
OF Form 25	Chargeout Record checking files in/out	7540-00-823-8132

*Continued on next page*



## Forms, Continued

### Standard forms (Continued)

Form	Purpose	Source
OPNAV 5213/18	Forms Register	0107-LF-052-1390
OPNAV 5213/19	Request for New or Revised Forms	0107-LF-052-1397
NAVPUB 5600/26	Copier Production Log	Appendix NAVPUBINST 5600.44
NAVPUB 5600/29	Economical Copying Limit	Appendix NAVPUBINST 5600.44
NAVPUB 5600/27	Duplicating Production Log	Appendix NAVPUBINST 5600.44
NAVPUB 5600/28	Reproduction Production Log	Appendix NAVPUBINST 5600.44
DD Form 844	Requisition for Local Duplicating Service	0102-LF-010-2700
JCP No. 1	Semi-annual Printing Plant Inventory	Local or regional Defense Printing Service
JCP No. 5	Annual Plant Inventory	Local or regional Defense Printing Service
JCP No. 6	Annual Inventory of Stored Equipment	Local or regional Defense Printing Service

*Continued on next page*

## Forms, Continued

### Standard forms (Continued)

---

Form	Purpose	Source
DD 2054/1	Visual Information (VI) Annual Activity Report	CNO (OP-09BG)
DD 2054/2	Audiovisual (AV) Production and Library Report	CNO (OP-09BG)
OPNAV 5290/1	Request for Audiovisual Services	0107-LF-031-5081
OPNAV 5290/3	Navy Visual Information Activity Authorization/Request	CNO (OP-09BG)
DD 1995-1	Visual Information Production Request, Evacuation and Approval	0102-LF-019-9511
DD 1995-2	Visual Information (VI) Production Report	0102-LF-019-9506
OPNAV 3150/16	Audiovisual Activity Job Order	0107-LF-031-5080

---

## Files

---

### Introduction

The way a shop files data, correspondence, original drawings, tracings, negatives, and large- or roll-size drawings is unique to each shop. Often it is dictated by the available storage containers and space. The effectiveness of a filing system is simply material retrievability.

---

### Responsibility

The leading petty officer in the shop should designate one person to be responsible for maintaining the files. This person is to check material in and out, trace outstanding files, and replace returned files. All workers in the shop, however, should familiarize themselves with the system and be able to maintain it.

---

### Containers

Navy shops have the following similar filing containers:

- file drawers for data and correspondence,
- flat files for original drawings, tracings, and negatives, and
- container files for large- or roll-size drawings.

These filing containers may or may not have safeguards for protecting classified material.

---

*Continued on next page*

## Files, Continued

---

**Filing systems** The following table represents the two basic filing systems found in most shops and their advantages/disadvantages:

System	Advantages	Disadvantages
Standard Subject Identification Codes (SSIC) numbers	<ul style="list-style-type: none"><li>• broad coverage</li><li>• Navy-wide use</li><li>• easily expandable</li><li>• easily retrievable</li><li>• number identifies subject</li></ul>	<ul style="list-style-type: none"><li>• initial setup takes time</li><li>• more complicated</li></ul>
Sequential serial numbers	<ul style="list-style-type: none"><li>• eliminates shifting files</li><li>• easily expandable</li></ul>	<ul style="list-style-type: none"><li>• numbers do not identify subject</li><li>• requires extensive cross-referencing</li></ul>

---

**Picture morgue** Every shop has a picture morgue. Your shop may call it a clip art file, or scrap file. This is reference material and picture ideas collected for use in whole or in part for future illustrations and layout formats.

---

**Contents** Any image on any subject is appropriate for a picture morgue. Magazines, newspapers, brochures, books, and catalogues are all excellent sources for scavenging ideas. The intent here is to use the images as a catalyst to inspire your own original ideas, not to copy another's work blatantly.

---

**Clipping** Once you find artwork to clip for your file, identify the pictures by annotating the date, publisher, caption or description, and copyright information. Do this on the reverse of the image or on a firmly attached separate paper. Carefully pry out all the staples and remove the tape from the image area. Fold large pictures with the picture side out to minimize damage created by creasing.

---

*Continued on next page*

## Files, Continued

### Filing

Store clipped art in letter-sized folders. Folders with tabs are convenient for labeling. File tie folders in the shop using the established filing system or begin a system specific to the picture morgue.

Figure 1-21 shows general subject divisions for a picture morgue.

COLUMN I	COLUMN I	COLUMN II
PEOPLE	MEN	ANGLE - FULLFACE - PEOPLE - MATURE - OLD - TOUGH - EMOTION & EXPRESSIONS - POSITIONS
	WOMEN	ANGLE - FULLFACE - PEOPLE - MATURE - OLD - EMOTION & EXPRESSIONS - POSITIONS
	CHILDREN	BABIES - BOYS - GIRLS - TEENAGE - PLAYGROUNDS - MURDER - FURNITURE - TOYS
	MISCELLANEOUS	EMBRACES - CROWDS - FAMOUS PEOPLE
COSTUME	AIRCRAFT	NAVY ENLISTED - ARMY ENLISTED - A.F. ENLISTED - MARINE ENLISTED - OFFICERS - COMBAT UNIFORMS
	PERIOD	ANCIENT - 15TH CENTURY & BEFORE - 16TH CENTURY - 17TH CENTURY - 18TH CENTURY - 19TH CENTURY - 20TH CENTURY
	MISCELLANEOUS	ASTRONAUT UNIFORMS - WOMEN'S FASHIONS - CHILDREN'S FASHIONS - ARMOR - ROYALTY - STAGE ACCESSORIES
TRANSPORTATION	AIRCRAFT	NAVY FIGHTER/BOMBER - A.F. FIGHTER/BOMBER - CARGO - HELICOPTERS - AIRPORTS - PARACHUTES -
	SHIPS	NAVY COMBAT - CARRIERS - DESTROYERS - SUBMARINES - MERCHANT - OCEANLINERS
	AUTOMOBILE	CURRENT - FOREIGN PERIOD - STATION WAGONS - JEEPS - MILITARY VEHICLES
	PUBLIC	TRAMS - RAILROAD STATIONS - BUSES - STREETCARS - SUBWAYS - TAXIS - LUGGAGE
HOUSING (BARRACKS)	MISCELLANEOUS	TRUCKS - WAGONS - CARRIAGES - FILLING STATIONS - GARAGES - CAMPERS
	EXTERIOR	DOORS - WINDOWS - FENCES - WALLS - STAIRS
	INTERIOR	DOORS - WINDOWS - WALLS - STAIRS - FLOORS - FIREPLACES
	FURNISHINGS	PIECES - CHAIRS - SOFAS - TABLES - DESKS - FURNISHINGS BY PERIODS
FOREIGN		DECOR - LAMPS - CLOCKS - MIRRORS - TABLE SERVICE
		ROOMS - LIVING ROOM - DINING ROOM - BEDROOM - BATHROOM - KITCHENS
	EUROPE	ENGLAND - FRANCE - AUSTRIA - GERMANY - ITALY - RUSSIA
	ASIA & AFRICA	CHINA - KOREA - VIETNAM - INDIA - EGYPT - AFRICA
NATURE	ISLANDS	BERMUDA - FORMOSA - PHILIPPINES - SOUTH SEAS - WEST INDIES - HAWAII
	MISCELLANEOUS	ARCTIC - ANTARCTIC - AUSTRALIA - CANADA - SOUTH & CENTRAL AMERICA - MEXICO
	TREES	IN BLOSSOM - WITH LEAVES - BARE BRANCHES - BARK & TRUNK - TROPICAL - UNUSUAL
	SNOW & WATER	ICE - SNOW - WATER
ANIMAL	FLOWERS & GARDENS	FLOWERS - PLANTS - VINES - GARDENS - GARDEN FIXTURES & TOOLS
	MISCELLANEOUS	CLOUD - LIGHTNING - RAIN - MOUNTAINS - ROCKS
	DOMESTIC	CATS - DOGS - HORSES - CATTLE - GOAT - SHEEP - RABBITS - RODENTS - SWINE
	WILD	BEARS - CAMELS - DEER - ELEPHANTS - FOX & WOLF - LIONS & WILD CATS - MONKEYS
SPORTS	FISH/SEA LIFE	SHARKS - DOLPHINS - WHALES - FRESH WATER FISH - ALLIGATORS
	MISCELLANEOUS	BIRDS - FOWL - INSECTS - REPTILES
	EVENTS	AUTO RACING - BASEBALL - BASKETBALL - BOXING - BULLFIGHTING - FOOTBALL - TRACK
	INDIVIDUAL	ARCHERY - BOWING - CAMPS & PICNICS - CYCLING - FISHING - GOLF - HUNTING & SHOOTING
INDUSTRY	STORES & OFFICES	TENNIS - SWIMMING - SINGING - WATER SKIING - WINTER SPORTS
	FARMING	BARBER SHOP - BEAUTY SHOP - DEPARTMENT STORES - DRUG STORES - FOOD STORES - BANK
	INDUSTRY	FARM HOUSES - BARN - FARM EQUIPMENT - FARM SCENES
		CHEMICAL - CONSTRUCTION - DIARY - FACTORIES - MINING - OIL - STEEL - WOOD
ART & SCIENCE	ART	ART - COLOR - COMPOSITION - SCULPTURE
	SCIENCE	MEDICAL - HOSPITALS - DENTAL - LABORATORIES - ASTRONOMY
	MUSIC	DRUMS - STRING - WIND - SYMPHONY - SINGERS
	DANCE	BALLET - BALLROOM - STAGE
ENTERTAINMENT	THEATER	THEATERS - DRESSING ROOMS - HOLLYWOOD
	MISCELLANEOUS	RADIO BROADCASTS - TELEVISION - CARNIVALS - CIRCUS
MISCELLANEOUS	CHURCH & SCHOOL	CHURCH - COLLEGE - SCHOOLS - WEDDING
	DISASTER	EXPLOSIONS - FIRES - FLOODS - STORMS - PICKETING
	GOVERNMENT	POLICE - PRISONS - POST OFFICE - U.S. GOVERNMENT
	REGIONAL AMERICA	CALIF. - FLORIDA - N.Y. - WASH. D.C. - EAST MIDDLE WEST - SOUTH - WEST
	STREET SCENES	STREET SCENES - BRIDGES - TUNNELS
	SPACE SCENES	RENDEZVOUS - SPACE SHOTS - SPACE WALKERS - RE-ENTRY SHOTS
	MISCELLANEOUS	FLAGS - FOOD - HOLIDAYS - TELEPHONES - WAR SCENES

DMNP0146

Figure 1-21. —Subject divisions.

Continued on next page

## Files, Continued

### Filing (Continued)

Figure 1-22 indicates how tabbed folders are easily visible.

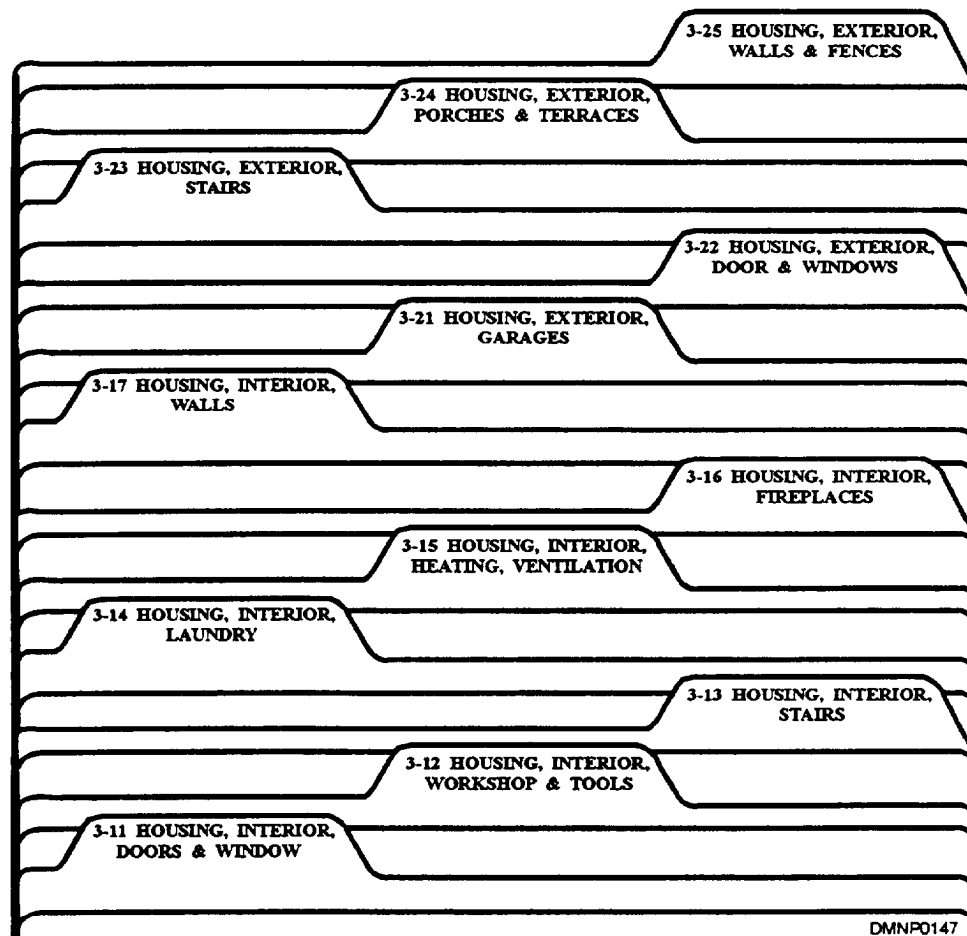


Figure 1-22. —Tabbed folders.

## Supply

<b>Introduction</b>	At some time in your career, you will be responsible for maintaining and ordering supplies. Plentiful supplies ensure that all workers have what they need to perform a task and that your shop remains versatile and fully capable.
<b>Waste</b>	Monitor your shop for waste and abuses in supply use. Curb the tendency to loan or give supplies away. Correct abuses, minimize waste, and use limited shelf-life items before the expiration date. The amount of wasted supplies should not exceed 2 percent of the total supplies used on a job.
<b>Estimating supplies</b>	Inventory the supplies on hand regularly. Information from the job log on completed job requests, current job requests, and upcoming special projects combined with prospective deployments and exercises will show trends in quantity. Common sense gleaned from past experience will guide your decisions to order the quantities required to maintain adequate supply levels.
<b>Purchasing new equipment</b>	When purchasing new equipment, project the future requirements of your shop and what technology offers to fill those needs. Consider the equipment life expectancy and service contracts offered by the manufacturer. Increased quality, ease of performance, and increased production should be the effects of modernization.
<b>Purchasing consumables</b>	Limitations in purchasing consumables are often related to storage space. Some supplies are temperature and/or time sensitive. Use the first in/first out system of storing. Clearly mark the contents and receipt date on the package before storing it away.

*Continued on next page*

## Supply, Continued

### Sources

There are four basic sources for supply purchases. These sources and the type of supplies you can expect from them are shown in the following table:

Source	Type	Supplies
Servmart	Local warehouse	<ul style="list-style-type: none"><li>• basic consumables</li><li>• brushes</li><li>• ink</li><li>• pens</li></ul>
Government Supply Agency (GSA)	<p>Navy Supply Group 99 (9905) Federal Supply class</p> <p>Navy Stocklist of Publications and Forms, NAVPUBINST P-2002</p> <p>GSA contracted items</p>	<ul style="list-style-type: none"><li>• basic consumables</li><li>• papers</li><li>• paints</li><li>• basic equipment</li><li>• Office furniture</li><li>• signs</li><li>• forms</li><li>• preprinted stationary and invitations</li><li>• consumables</li><li>• equipment</li><li>• furniture</li><li>• service contracts</li></ul>
Open purchase	any civilian business	<ul style="list-style-type: none"><li>• any product available</li></ul>
Imprest Funds	any civilian business	<ul style="list-style-type: none"><li>• any product available</li><li>• \$500 emergency</li><li>• \$1000 if authorized by a supply corps officer</li></ul>

*Continued on next page*



## Supply, Continued

### Requisitioning

Local commands prefer specific required forms for requisitioning supplies. Ships, in particular, have unusual and complicated supply channels. Visit your local supply office and learn what form your command uses. Setup and maintain a supply requisitioning log similar to a supply Operational Target (OPTAR) to track the supplies you order.

Figure 1-23 is a standard supply NAVSUP Form 1250 and 1250-1.

1. REQ. DATE	2. DEPT. NO.	3. URGY	4. ROD	5. LOCATION	6. SIM NON-SIM	7. ISSUE DATE	8. REQN. QTY.	9. REQN. NO.
10. NOUN NAME OR REF. SYM	11. FPR	12. APLAELCLO	13. INV QTY	14. YES	15. NO	16. CBL AMT	17. REQN. CUB	18. REQN. CUB
19. EQUIP CODEAL SUPPLY	20. YES	21. NO	22. URG	23. MART	24. PROJECT	25. OPTAR LOG	26. SWR (RECN CUB)	27. OPTAR LOG
28. EQUIP CODEAL SUPPLY	29. YES	30. NO	31. URG	32. MART	33. PROJECT	34. SWR (RECN CUB)	35. OPTAR LOG	36. SWR (RECN CUB)
37. QUANTITY	38. UNIT PRICE	39. EXTENDED PRICE	40. FUND	41. APPROVED BY	42. RECEIVED BY	43. 11	44. 12	45. 13
46. 14	47. 15	48. 16	49. 17	50. 18	51. 19	52. 20	53. 21	54. 22
55. 23	56. 24	57. 25	58. 26	59. 27	60. 28	61. 29	62. 30	63. 31
64. 32	65. 33	66. 34	67. 35	68. 36	69. 37	70. 38	71. 39	72. 40
73. 41	74. 42	75. 43	76. 44	77. 45	78. 46	79. 47	80. 48	81. 49
82. 50	83. 51	84. 52	85. 53	86. 54	87. 55	88. 56	89. 57	90. 58
91. 59	92. 60	93. 61	94. 62	95. 63	96. 64	97. 65	98. 66	99. 67
100. 68	101. 69	102. 70	103. 71	104. 72	105. 73	106. 74	107. 75	108. 76
109. 77	110. 78	111. 79	112. 80	113. 81	114. 82	115. 83	116. 84	117. 85
118. 86	119. 87	120. 88	121. 89	122. 90	123. 91	124. 92	125. 93	126. 94
127. 95	128. 96	129. 97	130. 98	131. 99	132. 100	133. 101	134. 102	135. 103
136. 104	137. 105	138. 106	139. 107	140. 108	141. 109	142. 110	143. 111	144. 112
145. 113	146. 114	147. 115	148. 116	149. 117	150. 118	151. 119	152. 120	153. 121
154. 122	155. 123	156. 124	157. 125	158. 126	159. 127	160. 128	161. 129	162. 130
163. 131	164. 132	165. 133	166. 134	167. 135	168. 136	169. 137	170. 138	171. 139
172. 140	173. 141	174. 142	175. 143	176. 144	177. 145	178. 146	179. 147	180. 148
181. 149	182. 150	183. 151	184. 152	185. 153	186. 154	187. 155	188. 156	189. 157
190. 158	191. 159	192. 160	193. 161	194. 162	195. 163	196. 164	197. 165	198. 166
199. 167	200. 168	201. 169	202. 170	203. 171	204. 172	205. 173	206. 174	207. 175
208. 176	209. 177	210. 178	211. 179	212. 180	213. 181	214. 182	215. 183	216. 184
217. 185	218. 186	219. 187	220. 188	221. 189	222. 190	223. 191	224. 192	225. 193
226. 194	227. 195	228. 196	229. 197	230. 198	231. 199	232. 200	233. 201	234. 202
235. 203	236. 204	237. 205	238. 206	239. 207	240. 208	241. 209	242. 210	243. 211
244. 212	245. 213	246. 214	247. 215	248. 216	249. 217	250. 218	251. 219	252. 220
253. 221	254. 222	255. 223	256. 224	257. 225	258. 226	259. 227	260. 228	261. 229
262. 230	263. 231	264. 232	265. 233	266. 234	267. 235	268. 236	269. 237	270. 238
271. 239	272. 240	273. 241	274. 242	275. 243	276. 244	277. 245	278. 246	279. 247
280. 248	281. 249	282. 250	283. 251	284. 252	285. 253	286. 254	287. 255	288. 256
289. 257	290. 258	291. 259	292. 260	293. 261	294. 262	295. 263	296. 264	297. 265
298. 266	299. 267	300. 268	301. 269	302. 270	303. 271	304. 272	305. 273	306. 274
307. 275	308. 276	309. 277	310. 278	311. 279	312. 280	313. 281	314. 282	315. 283
316. 284	317. 285	318. 286	319. 287	320. 288	321. 289	322. 290	323. 291	324. 292
325. 293	326. 294	327. 295	328. 296	329. 297	330. 298	331. 299	332. 300	333. 301
334. 302	335. 303	336. 304	337. 305	338. 306	339. 307	340. 308	341. 309	342. 310
343. 311	344. 312	345. 313	346. 314	347. 315	348. 316	349. 317	350. 318	351. 319
352. 320	353. 321	354. 322	355. 323	356. 324	357. 325	358. 326	359. 327	360. 328
361. 329	362. 330	363. 331	364. 332	365. 333	366. 334	367. 335	368. 336	369. 337
370. 338	371. 339	372. 340	373. 341	374. 342	375. 343	376. 344	377. 345	378. 346
379. 347	380. 348	381. 349	382. 350	383. 351	384. 352	385. 353	386. 354	387. 355
388. 356	389. 357	390. 358	391. 359	392. 360	393. 361	394. 362	395. 363	396. 364
397. 365	398. 366	399. 367	400. 368	401. 369	402. 370	403. 371	404. 372	405. 373
406. 374	407. 375	408. 376	409. 377	410. 378	411. 379	412. 380	413. 381	414. 382
415. 383	416. 384	417. 385	418. 386	419. 387	420. 388	421. 389	422. 390	423. 391
424. 392	425. 393	426. 394	427. 395	428. 396	429. 397	430. 398	431. 399	432. 400
433. 401	434. 402	435. 403	436. 404	437. 405	438. 406	439. 407	440. 408	441. 409
442. 410	443. 411	444. 412	445. 413	446. 414	447. 415	448. 416	449. 417	450. 418
451. 419	452. 420	453. 421	454. 422	455. 423	456. 424	457. 425	458. 426	459. 427
460. 428	461. 429	462. 430	463. 431	464. 432	465. 433	466. 434	467. 435	468. 436
469. 437	470. 438	471. 439	472. 440	473. 441	474. 442	475. 443	476. 444	477. 445
478. 446	479. 447	480. 448	481. 449	482. 450	483. 451	484. 452	485. 453	486. 454
487. 455	488. 456	489. 457	490. 458	491. 459	492. 460	493. 461	494. 462	495. 463
496. 464	497. 465	498. 466	499. 467	500. 468	501. 469	502. 470	503. 471	504. 472
505. 473	506. 474	507. 475	508. 476	509. 477	510. 478	511. 479	512. 480	513. 481
514. 482	515. 483	516. 484	517. 485	518. 486	519. 487	520. 488	521. 489	522. 490
523. 491	524. 492	525. 493	526. 494	527. 495	528. 496	529. 497	530. 498	531. 499
532. 500	533. 501	534. 502	535. 503	536. 504	537. 505	538. 506	539. 507	540. 508
541. 509	542. 510	543. 511	544. 512	545. 513	546. 514	547. 515	548. 516	549. 517
550. 518	551. 519	552. 520	553. 521	554. 522	555. 523	556. 524	557. 525	558. 526
559. 527	560. 528	561. 529	562. 530	563. 531	564. 532	565. 533	566. 534	567. 535
568. 536	569. 537	570. 538	571. 539	572. 540	573. 541	574. 542	575. 543	576. 544
577. 545	578. 546	579. 547	580. 548	581. 549	582. 550	583. 551	584. 552	585. 553
586. 554	587. 555	588. 556	589. 557	590. 558	591. 559	592. 560	593. 561	594. 562
595. 563	596. 564	597. 565	598. 566	599. 567	600. 568	601. 569	602. 570	603. 571
604. 572	605. 573	606. 574	607. 575	608. 576	609. 577	610. 578	611. 579	612. 580
613. 581	614. 582	615. 583	616. 584	617. 585	618. 586	619. 587	620. 588	621. 589
622. 590	623. 591	624. 592	625. 593	626. 594	627. 595	628. 596	629. 597	630. 598
631. 599	632. 600	633. 601	634. 602	635. 603	636. 604	637. 605	638. 606	639. 607
640. 608	641. 609	642. 610	643. 611	644. 612	645. 613	646. 614	647. 615	648. 616
649. 617	650. 618	651. 619	652. 620	653. 621	654. 622	655. 623	656. 624	657. 625
658. 626	659. 627	660. 628	661. 629	662. 630	663. 631	664. 632	665. 633	666. 634
667. 635	668. 636	669. 637	670. 638	671. 639	672. 640	673. 641	674. 642	675. 643
676. 644	677. 645	678. 646	679. 647	680. 648	681. 649	682. 650	683. 651	684. 652
685. 653	686. 654	687. 655	688. 656	689. 657	690. 658	691. 659	692. 660	693. 661
694. 662	695. 663	696. 664	697. 665	698. 666	699. 667	700. 668	701. 669	702. 670
703. 671	704. 672	705. 673	706. 674	707. 675	708. 676	709. 677	710. 678	711. 679
712. 680	713. 681	714. 682	715. 683	716. 684	717. 685	718. 686	719. 687	720. 688
721. 689	722. 690	723. 691	724. 692	725. 693	726. 694	727. 695	728. 696	729. 697
730. 698	731. 699	732. 700	733. 701	734. 702	735. 703	736. 704	737. 705	738. 706
739. 707	740. 708	741. 709	742. 710	743. 711	744. 712	745. 713	746. 714	747. 715
748. 716	749. 717	750. 718	751. 719	752. 720	753. 721	754. 722	755. 723	756. 724
757. 725	758. 726	759. 727	760. 728	761. 729	762. 730	763. 731	764. 732	765. 733
766. 734	767. 735	768. 736	769. 737	770. 738	771. 739	772. 740	773. 741	774. 742
775. 743	776. 744	777. 745	778. 746	779. 747	780. 748	781. 749	782. 750	783. 751
784. 752	785. 753	786. 754	787. 755	788. 756	789. 757	790. 758	791. 759	792. 760
793. 761	794. 762	795. 763	796. 764	797. 765	798. 766	799. 767	800. 768	801. 769
802. 770	803. 771	804. 772	805. 773	806. 774	807. 775	808. 776	809. 777	810. 778
811. 779	812. 780	813. 781	814. 782	815. 783	816. 784	817. 785	818. 786	819. 787
820. 788	821. 789	822. 790	823. 791	824. 792	825. 793	826. 794	827. 795	828. 796
829. 797	830. 798	831. 799	832. 800	833. 801	834. 802	835. 803	836. 804	837. 805
838. 806	839. 807	840. 808	841. 809	842. 810	843. 811	844. 812	845. 813	846. 814
847. 815	848. 816	849. 817	850. 818	851. 819	852. 820	853. 821	854. 822	855. 823
856. 824	857. 825	858. 826	859. 827	860. 828	861. 829	862. 830	863. 831	864. 832
865. 833	866. 834	867. 835	868. 836	869. 837	870. 838	871. 839	872. 840	873. 841
874. 842	875. 843	876. 844	877. 845	878. 846	879. 847	880. 848	881. 849	882. 850
883. 851	884. 852	885. 853	886. 854	887. 855	888. 856	889. 857	890. 858	891. 859
892. 860	893. 861	894. 862	895. 863	896. 864	897. 865	898. 866	899. 867	900. 868
901. 869	902. 870	903. 871	904. 872	905. 873	906. 874	907. 875	908. 876	909. 877
910. 878	911. 879	912. 880	913. 881	914. 882	915. 883	916. 884	917. 885	918. 886
919. 887								

## Supply, Continued

### Requisitioning (Continued)

Figure 1-24 is another standard DD Form 1348 and its color-coded receipt copies.

DD FORM 1348, 1-67 (REV. 11-66) (GPO: 1967 O-348-078)

TO: NSC NORFOLK VA

FROM: V32192 USS JOHN PAUL JONES (DDG 32)

SUBJECT: REQUISITION IS PENDING

REMARKS: V32192 USS JOHN PAUL JONES (DDG 32)

USE TYPEWRITER OR BALL POINT PEN TO FILL IN THIS SPACE. ALL COPIES WILL BE IDENTICAL.

HARD BACK COPY

WHITE COPY

YELLOW COPY

PINK COPY

GREEN COPY

ORIGINAL

DMNP0149

Figure 1-24. —DD Form 1348.

# Supervision

## Introduction

There are six basic steps to supervision. Some steps occur automatically and others will require conscious application. The results of a well run, effectively supervised shop are a contagious professional work ethic among crew members and a high caliber end product.

## Planning

Planning is the first step in supervision. It is also a part of all other steps. Planning applies to every aspect of the shop, not just tasking. Let the crew know long- and short-range plans that concern the shop. Solicit their input for setting shop goals. Without a plan, there is nowhere to go.

Figure 1-25 demonstrates how planning affects all aspects of supervision.

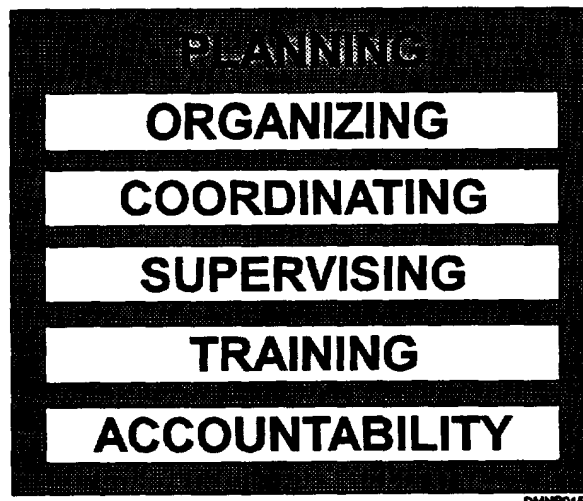


Figure 1-25. —Six basic steps in supervision.

*Continued on next page*

## Supervision, Continued

### Planning (Continued)

Some things to consider when formulating plans to accomplish a task are shown in the following table:

Question	Considerations
What must be done?	<ul style="list-style-type: none"><li>● scope of project</li><li>● standards to meet</li><li>● deadlines</li></ul>
How to do it?	<ul style="list-style-type: none"><li>● personnel resources</li><li>● equipment resources</li><li>● consumables on hand</li><li>● work in progress</li><li>● future assignments</li></ul>
Who will do it?	<ul style="list-style-type: none"><li>● personnel and equipment capabilities</li><li>● personnel and equipment limitations</li></ul>
How long will it take?	<ul style="list-style-type: none"><li>● work load</li><li>● nonproductive time</li><li>● support from outside shops</li></ul>
Dividing and estimating?	<ul style="list-style-type: none"><li>● divide job into tasks</li><li>● estimate time for each task</li><li>● add hours together</li><li>● multiply by quantity requested</li><li>● record estimates</li><li>● obtain permission from copyright owners</li></ul>

*Continued on next page*

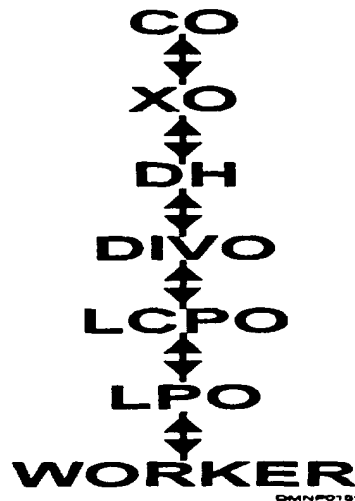
## Supervision, Continued

---

### Organizing

Understanding from whom one receives orders and over who one has control is imperative to the organization and management of an efficiently run shop. Each worker must understand the chain of command in the shop and the shop position in the command. The chain of command must be definite, clear-cut, and short.

Figure 1-26 illustrates a direct and uncomplicated chain of command.



**Figure 1-26. —An uncomplicated chain of command.**

Organizing also involves dividing work into manageable tasks and arranging these tasks in logical order. Workers assigned to the task must have a clear definition of their duties and responsibilities. When assigning workers to a job, consider how many people the job requires, worker skill levels, and the job time line. Some jobs necessitate dividing the labor force into an assembly line vice independent workers,

---

*Continued on next page*

## Supervision, Continued

### Organizing (Continued)

Some of the advantages and disadvantages of a divided work force is shown in the following table:

Work force	Advantages	Disadvantages
Assembly line	<ul style="list-style-type: none"><li>• rapid production</li><li>• developed expertise</li></ul>	<ul style="list-style-type: none"><li>• limited overall development</li><li>• unable to see big picture</li><li>• boredom</li></ul>
Independent worker	<ul style="list-style-type: none"><li>• pride in accomplishment</li><li>• development of skills</li><li>• sees big picture</li></ul>	<ul style="list-style-type: none"><li>• skilled workers sometimes do menial tasks</li><li>• requires broader skills</li></ul>

### Coordinating

All phases of leadership and management require coordinating. It starts at the planning stage when deciding who is the right person for the job, whether the material to do the job is onboard, and if the work environment is ready to support the job. Coordinating outside shop support, equipment readiness, and timely completion ensures that deadlines are met and no one shop is scrambling because another shop fell behind.

### Supervising

Supervising is more than coordinating work flow and staying abreast of new technologies. It involves communicating both up and down the chain of command, thoughtful and timely decisions, and consistency and fairness. Be supportive without interfering or stifling creativity. Regularly monitor inexperienced personnel, but monitor experienced personnel far less. Provide feedback and motivate your crew. Fulfill administrative obligations accurately and in a timely manner.

*Continued on next page*

## Supervision, Continued

### Supervising (Continued)

**FEEDBACK:** All people want feedback on job performance and for different reasons. Provide feedback in the forms of criticism or praise. Feedback in either form should be honest and constructive. There is a major difference. Praise a worker in public, criticize him in private. Feedback may be intangible as in verbal exchanges or physical gestures and touch or tangible as in counseling sheets, evaluations, and awards.

The following table lists some tangible forms of feedback:

Form	Further Information
Counseling sheets	• Local policy and instruction
Liberty	• Local policy and instruction
More challenging assignments	• Local policy and instruction
Evaluations	• Navy Performance Evaluation (EVAL) and Counseling System, BUPERSINST 1610.10
Awards	• Local policy and instructions on, <ul style="list-style-type: none"><li>• commendatory correspondence</li><li>• Sailor of the Month/Quarter/Year</li><li>• commendatory mast</li><li>• Navy and Marine Corps Awards Manual, OPNAVINST 1650.1</li></ul>

**MOTIVATION:** Take time to know each worker and what motivates each one. Motivate people differently. Be creative in seeking ways to motivate your crew members. Foster team spirit within the shop, division, and command. Motivate positively. Negative motivation produces negative results and promotes undesirable behaviors.

*Continued on next page*

## **Supervision, Continued**

---

### **Supervising (Continued)**

**ACCURACY:** The administrative forms you complete and submit are only as good as the accuracy of the information on them. Inaccurate figures misrepresent situations and lead to misunderstandings that may cost the shop funding and billet structure. So be accurate.

**TIMELINESS:** Complete tasks, both administrative and shop, on time. Submitting input late is like not submitting input at all. Seniors and subordinates appreciate and respond to timely consideration. When you are unable to complete an item quickly, conduct regular follow-ups and provide updates to individuals concerned.

---

### **Training**

If you are a supervisor, you are the first and primary link to rating knowledge. You have a responsibility to train subordinates and educate seniors about your rate. You are the most experienced person onboard at your level of expertise in your field. Make reference material available and explore new technologies and products. If you are not the supervisor, your obligation is to attend training, study all reference materials, and learn new skills actively.

The following are a few recommendations for an effective training program:

- Assemble all reference materials
    - current bibliography (BIB)
    - Personnel Advancement Requirements (PARS)
    - directives and instructions
    - rate training manual
    - manufacturer's instruction manuals
    - civilian references
  - Establish a set time
    - without interruptions and as part of regular work routine
    - same day and time weekly
    - 1 hour minimum
  - Review all material 3 months before exam
    - review to understand
    - quiz or test regularly
- 

*Continued on next page*



## Supervision, Continued

---

### Training (Continued)

The following are additional Navy training manuals you may want to study:

- *Blueprint Reading and Sketching*, NAVEDTRA 12014
- *Lithographer's Mate 3 & 2*, NAVEDTRA 10451
- *Photographer's Mate Basic*, NAVEDTRA 12700
- *Photographer's Mate Advanced*, NAVEDTRA 12701
- *Navy Customer Service Manual*, NAVEDTRA 12972
- *Navy Correspondence Manual*, NAVEDTRA 13091

Check with your Educational Services Office concerning the availability of the BIBs and PARs electronically.

---

### Accountability

Regardless of your position in the chain of command, take responsibility for your actions. Take charge of your professional and personal behavior. Invest in how the shop is run. Be responsible for applying what you learn to what you do. Inform your seniors on all matters impacting the shop and seek assistance if needed. Do your job to the best of your ability.

---

## Job Orders

---

<b>Introduction</b>	Job orders are requests for a product that requires the expenditure of funds and man-hours. Job orders accompany the job to completion. They are a record of the classification of the job, the originating department, the code or activity, the originator, and a phone number. The job order shows who did the job, how long it took, and how much supplies were used. Job orders should also indicate who picked the job up and when. Retain job orders for 1 year or until a new fiscal year begins before discarding.
<b>Format</b>	Your job request may be the standard Navy job request, or it maybe a local form. Local forms need to present a complete picture of information to the worker. Supervisors must make sure there is enough information on the job order for the worker to do the job without having to do additional calculations or finding more information.
<b>Local forms</b>	Base the information for the construction of a local job order form on the reporting criteria for the VI annual report. This will simplify report requirements by building in readily quantifiable figures. Add to this information the date when the job entered the shop and the date due. There should be a section where the shop LPO can make specific comments to the worker or assign a priority and an area for a pick-up signature and date. Specific guidance for designing job order request forms is in SECNAVINST 5290.1.
<b>Job order log</b>	Enter incoming job orders into a job order log book. Give them a sequential number and write down information including a brief description of the job in the log. This is an invaluable aid in tracking the progress of a job throughout the shop. Later, this information will gauge predictability in the history and trends in work load and supply use. You will have a ready reference for job status, man-hours spent on a job, and a record of who picked up the job and when. Maintain this book accurately and diligently.

---

*Continued on next page*

## Job Orders, Continued

### Standard job order form

Figure 1-27 is the front of a standard job order form.

AUDIOVISUAL ACTIVITY JOB ORDER OPNAV 3180/16 (4-78) BN 0107-LF-031-6002		PRINT LEGIBLY OR TYPE (SECURITY CLASSIF. OF JOB)	
REQUESTED ACTIVITY		JOB NO (INTERNAL USE)	
REQUESTED PRIORITY <input type="checkbox"/> ROUTINE <input type="checkbox"/> URGENT <input type="checkbox"/> PRIORITY		ACTIVITY JOB NO	
LOCATION OF WORK	PERSON REQUESTING JOB	TELEPHONE NO	
REQUESTING ACTIVITY POINT OF CONTACT		REQUIRED DUE DATE	
DESCRIPTION OF SPECIFIC AUDIOVISUAL SERVICE OR PRODUCT REQUIRED			
SIGNATURE		DATE	UPON COMPLETION CALL
FOR INTERNAL USE ONLY			
DATE/TIME JOB RECD	RECEIVED BY	DEPARTMENT	
JOB ORDER APPROVED BY		WORK TO BE ACCOMPLISHED <input type="checkbox"/> IN-HOUSE <input type="checkbox"/> CONTRACT	
ROUTE JOB TO <input type="checkbox"/> PHOTO LAB <input type="checkbox"/> GRAPHICS SHOP <input type="checkbox"/> TELEVISION STUDIO <input type="checkbox"/> SOUND STUDIO			
AUDIOVISUAL PRODUCTS COMPLETED	ORIGINATED	DUPLICATED	
MOTION PICTURE FILM	FOOTAGE	FOOTAGE	
JOB ORDER APPROVED BY	MINUTES PLAYING TIME	MINUTES PLAYING TIME	
AUDIO TAPE/RECORD	MINUTES PLAYING TIME	MINUTES PLAYING TIME	
COMBINATION MEDIA	MINUTES PLAYING TIME	MINUTES PLAYING TIME	
STILL PHOTOS	NO. CAMERA EXPOSURES	NO. OF PRINTS	
GRAPHIC ART	NO. OF UNITS	NO. OF UNITS	
AIDS DISPLAY & DEVICES	NO. OF UNITS	NO. OF UNITS	
OTHER	AS APPLICABLE	AS APPLICABLE	
REMARKS			
FUNCTION SUPPORTED (Check One Only)	Education & Training (a)	Internal Affairs (b)	Public Affairs (c)
	Research & Development (d)	Research Develop. Test & Eval (e)	Intell. Recon., Com. Invest., Comm. Security (f)
	Combat Readiness (g)	Other Support (h)	Med. & Dental (i)
REQUESTING ACTIVITY NOTIFIED BY		DATE	TIME
AUDIOVISUAL PRODUCTS RECEIVED BY		DATE	TIME
REPLACES NAVJUR 31884 WHICH IS OBSOLETE (CONTINUED ON REVERSE)			

DMNP0154

Figure 1-27. —Job order.

Continued on next page

## Job Orders, Continued

### Standard job order form (Continued)

Figure 1-28 shows the amount and type of information on the job order that will also be in the job log and eventually translated to the VI report.

AUDIOVISUAL ACTIVITY JOB ORDER									
AV PRODUCTION RECORDING AND GENERATION									
Date (A)	Work Order (B)	Reel (C)	Pay Rate (D)	Work Hours Reg (E) Ovr (F)		Labor Cost (G)	Material Expended (H)	Mat'l Cost (I)	Misc. Cost (J)
GRAND TOTAL (SUM OF A AND J)				COSTS					
REMARKS (IF APPLICABLE)									

PROCESSING REPRODUCTION/DUPPLICATION									
Date (A)	Work Order (B)	Reel (C)	Pay Rate (D)	Work Hours Reg (E) Ovr (F)		Labor Cost (G)	Material Expended (H)	Mat'l Cost (I)	Misc. Cost (J)
GRAND TOTAL (SUM OF A AND J)				COSTS					
REMARKS (IF APPLICABLE)									

\*GPO 1976 448-827-107, GPO:1976 448-827-107  
DMNP0155

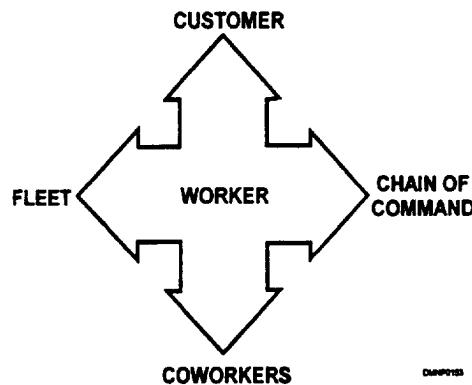
Figure 1-28. —Audiovisual Activity Job Order (back).

# Customer Service

## Introduction

The Navy Illustrator Draftsman is a customer service oriented rate. We provide a product to a customer. Your customer maybe the fleet, a coworker or peer, your seniors, and even a subordinate. The customer perceives your attitude and responsiveness as part of the product. You spoil a beautifully executed product by treating a customer poorly. Poor treatment is what a customer remembers. If you are not able to assist your customers, refer them to someone who can. Don't let a customer walk away from you dissatisfied.

Figure 1-29 shows worker responsibilities to extend professional customer service.



**Figure 1-29. —Service obligations.**

## Customer treatment

Be courteous and responsive to the requests of customers. Listen carefully to what they want. If they are asking the impossible, tell them so and offer alternatives and solutions. Project a positive attitude and do not ridicule customers for their ignorance. You are the expert; guide them professionally. Most customers are not aware of the talents that a DM has or the capabilities of the shop.

## Quality Control

---

<b>Introduction</b>	All work done in your shop reflects upon the shop, its workers, and its leadership; whether you or a coworker did the work is immaterial. It does not matter if you are the supervisor or the worker; the reputation of the shop is your reputation. The work produced by the shop must be professional in appearance and meet professional standards. A shop should have someone to review completed jobs to ensure that they are, in fact, completed as the customer requested and that they meet prescribed standards of execution and presentation.
<b>Quality control inspectors</b>	Individuals with a keen eye for detail and a thorough knowledge of drafting standards and practices should review completed jobs before the originators are called to pick them up. LPOs may assign these individuals and should rotate the assignment occasionally to cross train other workers.
<b>What to look for</b>	Before a product is reviewed for quality, the inspector must have a copy of the original to mark corrections on. When a copy is unavailable, then cover the original with an overlay to protect it. Do not markup an original drawing. The inspector is looking to see if the artwork satisfies the customer's request. The inspectors have a set of standards or guidelines for format, size, lettering, and standard drafting practices. If the job requires support from other shops, they check to see if those shops will have problems handling the job.

---

## Summary

---

### Review

This chapter briefly covered shop layout and the importance of the physical environment in the shop. There is a list of regulations and forms that have a direct influence on the operation of the shop and your professional knowledge. Files and supply are site specific. Good supervision requires constant application and refinement. Job orders, customer service, and quality control are as important to a shop as good supervision. Run your shop as if it needed to show a profit or as if it were your shop in the civilian sector. Remember, your reputation depends on a quality end product and prompt, courteous customer service.

---

### Comments

Thoroughly understand regulations, those that apply to how a shop is run and those that apply to you and your workers as Navy personnel. A solid foundation in Graphic Design Standards, copyright regulations, and printing regulations is imperative. Stay abreast of new instructions in the field of computer generated graphics and electronic imagery manipulation, hazardous waste, and precious metals. Practice the core values of honesty, integrity, and courage in every transaction with every person. Go home at the end of the day confident that you have done your very best work and that you have treated all persons well and fairly.

---

